

COSTUMER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0193	Costumer Assistant	09	075	6 mo.	04/29/88
0965	Costumer	09	075	6 mo.	04/29/88

Promotional Line: 247

Series Narrative

Employees in this series perform duties involved in the making, repair, and security of theater costumes and related materials.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Costumer Assistant **0193**

Employees at this level perform assigned duties in the making, repair, and security of theater costumes and related materials. They work under direct supervision from a costumer or other designated supervisor.

A Costumer Assistant typically –

1. sews and repairs theatrical costumes
2. operates and maintains costume shop equipment (such as electric scissors, standard and heavy-duty sewing machines, irons, steamers, and other related production equipment)
3. launders, irons, repairs, and maintains costumes for continued use
4. assists in the requisition, receipt, checking, and storage of costumes, shop materials, and other production equipment
5. works in accordance with theatrical policies and procedures that will facilitate meeting production deadlines and budgetary constraints
6. performs other related duties as assigned

Level II: Costumer **0965**

Employees at this level are responsible for the making, repair, and security of theater costumes and related materials. They work under general supervision from designated staff members.

A Costumer typically –

1. assumes organizational and supervisory duties in costume fabrication in accordance with recognized theatrical standards and techniques
2. expedites costume shop production within scheduled production deadlines and budgetary constraints
3. makes and supervises students and employees in the making of costumes from various materials and fabrics as required
4. instructs shop employees in the correct operation and routine maintenance of specialized machines (such as electric scissors, standard and heavy-duty sewing machines, irons, steamers, and other related production equipment)
5. assumes responsibility for the issuance, receipt, and custody of departmental costumes and related items
6. is responsible for the requisition, receipt, checking, and storage of materials and equipment
7. carries out policies and procedures established by the immediate supervisor
8. supervises subordinates or students as assigned
9. performs assigned clerical duties in purchasing, inventory control, or other related office functions
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Costumer Assistant

0193

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience in costume production or its equivalent in garment fabrication

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to operate and maintain sewing equipment used in large-scale costume fabrication

Level II: Costumer

0965

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of experience in costume production or its equivalent in garment fabrication

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of safety factors needed in the operation of a large modern sewing unit

2. supervisory ability
3. ability to operate and instruct others in the operation of equipment used in a large modern sewing unit

Costumer Assistant	Edited
Costumer	Edited